



STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION  
DIVISION OF SELECTION SERVICES  
P.O. Box 310  
Trenton, New Jersey 08625-0310

Robert M. Czech  
*Chair/Chief Executive Officer*

Chris Christie  
*Governor*  
Kim Guadagno  
*Lt. Governor*

Dear Candidate,

In the next few days, you will be receiving a notification card from the Civil Service Commission (CSC) to appear for the Police Sergeant written examination, scheduled for **June 1, 2013**. Please ensure that you read all of the information provided on the notification card. Candidates should report, with a photo I.D., to their assigned test center at the time indicated on their notification card.

Because of the large candidate population size, the exam will be split into two sessions. The first session is scheduled for 9 AM, with the second session scheduled for 12:30 PM. Candidates who are scheduled to appear for the examination at 9 AM., as indicated on the notification card, will be sequestered upon completion of the examination until approximately 12:45 PM. You must abide by the scheduled time to appear for the examination that is printed on your notification card. No one will be admitted late or have their test time or location rescheduled.

Candidates in the first session must remain at the examination center until all candidates for the second session have arrived. Therefore, candidates in the first session who finish the exam early may not leave the test center until the examination monitor instructs them to do so. This measure is necessary in order to safeguard test security, by eliminating the potential for test content to be discussed between candidates who have already taken the examination and those who have not. Due to the importance of test security, no exceptions to the sequestration policy will be made for any candidate. Any candidate in the AM session who refuses to remain at the test center as instructed will be disqualified. Testing will commence approximately 30 minutes after the report time and candidates will be given approximately 3 hours to complete the examination. Therefore, the sequestration period will be relatively short for those who use the full amount of time that is allotted.

CSC's cell phone policy remains the same during the sequestration period. Any candidate seen with a cell phone, even in the power-off mode, will be disqualified from the testing process. This advance notice is being provided so that candidates may plan accordingly. Candidates with medical/dietary concerns must provide for their own needs. Please note that candidates scheduled for the second session may leave the test center once they complete the examination, if they finish before time is up.

**NO cell phones, BlackBerrys, pagers, or other recording devices will be permitted inside the test center. Test administration staff will not store or guard these devices during the examination, so please do not ask. Candidates caught with these devices inside the test center will be automatically disqualified. DO NOT BRING YOUR CELL PHONE INTO THE TEST CENTER, EVEN IF IT IS TURNED OFF!** Briefcases and other personal items are also prohibited and must be left outside of the test center. Further, candidates are not permitted to bring notes or any other materials into the test center, with the exception of #2 pencils and highlighters. Please note that calculators will not be needed, and therefore, these devices are prohibited as well.

Thank you for your cooperation and good luck on the examination.